

BASIC COURSE WAIVER PROCESS

Completion of the Basic Course Waiver process is an option for meeting California's Regular Basic Course training requirement. The [Regular Basic Course](#) is the training requirement for POST-program city police officers, sheriff's deputies, marshals, district attorney investigators, campus police officers, park police, Level I reserve peace officers, and a few miscellaneous peace officer positions identified in the California Penal Code.

An individual must successfully complete the entire Basic Course Waiver (BCW) process to obtain a waiver. Completion of the BCW process does NOT constitute the issuance of a POST Basic Certificate.

Agency sponsorship is not required to participate in the BCW process. **Acceptance of a waiver for meeting the Regular Basic Course training standard is at the discretion of the employing agency.**

The BCW is a four-step process for evaluating prior law enforcement training and testing knowledge and skill levels. **The steps must be completed in the order shown.** Fees are charged for Steps 2 and 3.

Step 1: APPLICATION/SELF-ASSESSMENT

MINIMUM ELIGIBILITY REQUIREMENTS

Eligibility for the Basic Course Waiver process is based on meeting the requirements outlined in the table below.

Prior General Law Enforcement Basic Course Training	<p>Successful completion of a 200-hour or longer general law enforcement basic training course:</p> <ul style="list-style-type: none">certified or approved by California POST or a similar standards-setting agency of another state in the U.S., ORCalifornia Reserve Modules A, B, & C Courses, ORa federal agency general law enforcement basic course (i.e., FLETC's Mixed Basic, Basic and BIA Police Courses <i>may</i> meet this requirement). <p>Note: Military Basic, Military Police, and FLETC's specialized (i.e., US Customs, Border Patrol, INS) training <i>do not</i> meet this requirement.</p>
Minimum General Law Enforcement Training Required	Successful completion of at least 664 hours of general law enforcement training to meet the minimum hours required in California's Regular Basic Course. The 664-hour minimum training requirement may include the applicant's basic course.
Completion of Legislatively Mandated Training Subjects	Successful completion of the legislatively mandated training subjects included in the Regular Basic Course and outlined in the Legislatively Mandated Training Worksheet .
General Law Enforcement Experience	Successful completion of at least one year of general law enforcement experience as attested to by the employing department head, training officer, or personnel officer.

APPLICATION

Read and complete the [Basic Course Waiver Application \(POST 2-267\)](#) as indicated below:

1. Complete Section 1 of the form. Include a daytime or message telephone number.
2. Complete, sign and date Section 2.

SELF-ASSESSMENT

The applicant must compare the training he/she has received with the subjects on the [Legislatively Mandated Training Worksheet](#) and write the Learning Domain Reference (LD REF) number next to the comparable subject on his/her training outline, certificate and/or training record. **The minimum hours for each Legislatively Mandated Training requirement must be met to be eligible for Step 3 (BCW Examination) of the process.**

DOCUMENTATION OF TRAINING

Photocopies of training documents are required for all training hours. ***All training document photocopies must be legible and complete.***

Acceptable Training	Proof of Course Completion and Content
Basic Course - 200 hour or longer general law enforcement basic training course	<ol style="list-style-type: none"> 1. Submit a certificate of course completion issued by the school/academy or a letter of verification signed by the school/academy director on school/academy letterhead, AND 2. Submit a course outline, schedule, or syllabus with the same dates as the academy course completion certificate.
In-Service	<ol style="list-style-type: none"> 1. Submit an agency-issued certificate of course completion, OR 2. Submit an agency training record (typed, handwritten, or computer-generated) with the agency training officer's original signature, printed/typed name, and the signature date on each page.
Other Law Enforcement Courses	<ol style="list-style-type: none"> 1. Submit a certificate of course completion issued by the school or agency or a letter of verification signed by the training officer on letterhead, AND 2. Submit a course outline, schedule, or syllabus with the same dates as the course completion certificate, if the topic is not clearly defined by the course title.*
College/University General Law Enforcement Related Courses	<ol style="list-style-type: none"> 1. Submit an official college transcript issued by an accredited college where the courses were taken. A passing grade must have been awarded. (Grade reports and work-in-progress reports are not acceptable.) AND 2. Submit a course catalog description or syllabus for the dates the course was attended, if the topic is not clearly defined by the course title.* <p>College Unit Conversion: One semester unit equals 20 training hours; one quarter unit equals 14 training hours. Example: A three-unit semester course equals 60 training hours.</p>

Non-Qualifying Training	
College/University	<ul style="list-style-type: none"> • Correspondence courses • Credit by challenge • Life-experience credit
Job Training	<ul style="list-style-type: none"> • Field training • On-the-job training • Roll-call training

*REQUIRED PROOF OF COURSE CONTENT

The applicant must provide proof of course content, if the course:

1. Title is general, such as basic, advanced officer, or in-service;
2. Covers more than one legislatively mandated subject, but the title does not reflect all subjects covered; or
3. Was longer than one day in length and the certificate does not indicate the total course hours.

The course dates on the outlines must match the completion certificate dates.

HANDWRITTEN CHANGES

The training presenter must verify, in writing on agency letterhead, that any handwritten changes were authorized by the agency.

PROOF OF SUCCESSFUL GENERAL LAW ENFORCEMENT EXPERIENCE

The applicant must submit written verification (see [Sample Letter](#)), on agency letterhead and signed by the employing department head, training manager, or personnel officer, of at least one year of successful general law enforcement (sworn) experience. General law enforcement experience includes the investigation of crime, patrol of a geographic area, responding to the full range of requests for police services, and performing any enforcement action on the full range of law violations.

EVALUATION FEE

The applicant must send a **\$75.00 certified check or money order**, payable to "Commission on POST." ***Personal checks are not accepted.***

MAIL THE ORIGINAL COMPLETED APPLICATION FORM, ORIGINAL LETTER OF EXPERIENCE, COPIES OF ALL SUPPORTING DOCUMENTATION, AND FEE TO:

Commission on POST
Basic Training Bureau - BCW
1601 Alhambra Boulevard
Sacramento, CA 95816-7083

Step 2: POST TRAINING EVALUATION

POST will evaluate the applicant's training if the evaluation package is **complete** and includes the signed [Basic Course Waiver Application \(POST 2-267\)](#), evaluation fee, proper documentation of general law enforcement training, and verification of successful general law enforcement experience. The applicant's self-assessment and supporting documents are evaluated to determine if the general law enforcement training and experience requirements have been met.

HOW COMPARABLE TRAINING IS DETERMINED

Based on the documentation submitted by the applicant, POST conducts an evaluation of the applicant's training and experience to determine if the applicant meets the minimum requirements of the BCW process as outlined in Step 1, above.

HOW APPLICANT IS NOTIFIED

After the evaluation is completed, POST will issue a letter indicating whether the applicant:

- Is eligible to continue the BCW process by taking the Basic Course Waiver Examination (BCWE), or
- Is ineligible to take the BCWE without obtaining additional training, or
- Is ineligible to continue the BCW process and needs to complete a POST-certified Regular Basic Course before exercising peace officer powers in California.

Step 3: BASIC COURSE WAIVER EXAMINATION (BCWE)

EXAMINATION ELIGIBILITY

If POST determines that the applicant meets the training and experience requirements of the BCW process, POST will send an eligibility letter with instructions for requesting the BCWE. The BCWE must be taken within 180 days (six months) of the eligibility letter date.

The BCWE includes both written and skill components. The written component consists of a 100-question, multiple-choice, comprehensive examination covering subjects taught in the Regular Basic Course, including California law. Applicants must obtain a score of at least 77%. The skill component consists of an applicant's successful demonstration of defensive tactics and firearms (handgun and shotgun) proficiency. The defensive tactics portion is graded pass/fail. The firearms portion is graded by the applicant receiving an acceptable accuracy score as determined by the Requalification Course presenter.

The BCWE can be met by successfully completing either the:

1. 136-hour minimum [POST Requalification Course](#) at specified basic academies in California, or
2. Testing that is available through participating Requalification Course presenters.

RETEST

One retest is allowed for each component. Applicants who fail a retest are not eligible for a waiver and are required to complete a Regular Basic Course prior to exercising peace officer powers in California.

TEST RESULTS

A certificate of course completion or a letter of successful completion of the examinations is issued by the presenter at the conclusion of the BCWE. The applicant must mail a photocopy of the completion certificate and/or letter to POST.

Step 4: WAIVER ISSUANCE

Based upon the applicant's prior training, experience, and successful completion of the BCWE, POST will issue a letter that waives the requirement for attendance at a POST-certified Regular Basic Course. **Acceptance of a waiver is at the discretion of the employing agency.** A waiver is NOT equivalent to a POST Basic Certificate.

WAIVER VALID FOR THREE YEARS

An individual must be appointed as a California full-time regular peace officer or a Level I reserve officer within three years from the date the waiver is granted. After three years, applicants will need to meet the requalification requirements outlined in [Commission Regulation 1008](#) of the POST Administrative Manual.

INFORMATION

After you have carefully read the instructions above, you can obtain additional information by contacting the Basic Training Bureau at 916.227.4254 or by email at bcw@post.ca.gov.

SAMPLE LETTER

(DATE)

Commission on POST
Basic Training Bureau – BCW
1601 Alhambra Boulevard
Sacramento CA 95816-7083

Dear BCW Manager:

This letter is to verify that (APPLICANT'S FULL NAME) is/was employed as a (APPLICANT'S POSITION) with our department from (DATES OF SERVICE). During his/her employment, (APPLICANT'S NAME) successfully completed at least one-year of general law enforcement experience, which included patrol duties, responding to the full range of requests for police services, performing enforcement actions on the full range of law violations, and conducting investigations of crime.

If you have any questions regarding (APPLICANT'S NAME) employment with our department, please give me a call at (AUTHOR'S PHONE NUMBER).

Sincerely,

(ORIGINAL SIGNATURE OF AGENCY HEAD, TRAINING OFFICER, OR PERSONNEL DEPARTMENT
OFFICIAL)
(PRINTED NAME AND TITLE)
(AGENCY NAME)

**BASIC COURSE WAIVER
LEGISLATIVELY MANDATED TRAINING WORKSHEET
(EFFECTIVE THROUGH 6/30/03)**

LD REF*	Required Subjects (general descriptions)	Required Hours	Self-Assessment Hours	POST Use Only
1	Professional Orientation (ethics, professionalism, codes of behavior)	4		
3a	Communications (interpersonal, tactical, verbal judo)	5		
3b	Community Relations	2		
5	Law (criminal, statutory, constitutional)	12		
7	Elder Abuse	2		
12	Drug Enforcement (controlled substances laws, use, recognition)	12		
17a	Hearsay Testimony (presenting hearsay evidence in court)	1		
17b	Laws of Evidence (presentation, terminology used by courts)	3		
19	High Speed Vehicle Pursuits	2		
25	Domestic Violence	8		
27	Missing Persons	4		
30a	Child Abuse Investigation	6		
30b	Preliminary Investigation (interviewing/interrogation, crime scene management)	2		
30c	Sexual Assault Investigation	6		
30d	Sudden Infant Death Syndrome (SIDS)	2		
33	Arrest and Control (defensive tactics, baton)	10		
34	First Aid & CPR (must include bloodborne pathogens)	21		
35a	Chemical Agents	6		
35b	Firearms – Handgun	24		
35c	Firearms – Shotgun	16		
37a	Developmentally Disabled/Mentally Ill	4		
37b	Postpartum Psychosis	1		
37c	Visually/Hearing Impaired	1		
38	Gang Enforcement	8		
41	Carcinogenic Material/Hazmat	4		
42a	Hate Crimes	4		
42b	Racial/Cultural Diversity	18		
42c	Sexual Harassment	2		

Pursuant to the Federal Privacy Act (Public Law 93-579) and the Information Practices Act (IPA) of 1977 (Civil Code Sections 1798, *et seq.*), notice is hereby given for the request of personal information. Failure to provide all or any part of the requested information may delay processing of this form, or result in an incomplete record. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual for whom personal information is collected has the right to inspect that information in any record maintained by POST. Inquiries may be directed to the POST Information Practices Act Coordinator at the address listed above. Contact the POST Information Services Bureau for instructions on requesting records.

INSTRUCTIONS

- Complete Section 1 and Section 2.
- All fees are to be submitted by certified check or money order made payable to: Commission on POST.
- This form may be filled in on screen, or you can print this document and type or legibly print (in ink) all required information.
- Mail your **printed and signed copy** of the completed application form **with your payment** to POST at the above address.

SECTION 1: APPLICANT INFORMATION

1. NAME (LAST) (FIRST) (MIDDLE)			2. BIRTH DATE
3. MAILING ADDRESS (STREET / P.O. BOX)			4. SOCIAL SECURITY NUMBER
5. CITY	6. STATE	7. ZIP	8. DAYTIME PHONE NUMBER ()

SECTION 2: REQUEST FOR EVALUATION

9. I AM ELIGIBLE TO HAVE MY TRAINING EVALUATED FOR: (CHECK ONE)

- ☐ Regular Basic Course Waiver ☐ Specialized Investigators' Basic Course Waiver

10. I HAVE ENCLOSED:

- ☐ Evaluation fee: \$ _____
- ☐ Written verification, on agency letterhead and signed by the employing department head, training manager, or personnel department, of at least one year of successful general law enforcement experience. Note: Successful investigative law enforcement experience is also acceptable for Specialized Investigators' Basic Course Waiver applicants.
- ☐ Verification of prior successful completion of the required training, supported by copies of certificates of completion, course outlines, college transcripts and/or other verifying documents.

11. I DECLARE UNDER PENALTY OF LAW THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND SUPPORTING DOCUMENTS IS TRUE AND CORRECT.

Applicant Signature

Date

12. AGENCY SPONSORSHIP (OPTIONAL): THE ABOVE-NAMED INDIVIDUAL IS EMPLOYED OR UNDER CONSIDERATION FOR HIRE BY THIS AGENCY.

Agency Head Signature

Date

Agency Name

Name of Contact Person (print clearly)

()

Phone Number

POST USE ONLY

NOTES: _____ _____ _____ _____	DATE RECEIVED
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